



CALIFORNIA CORRECTIONS STANDARDS AUTHORITY

2009 FEDERAL MINOR DETENTION REPORT

- When a minor is held in a secure juvenile detention facility **solely for a federal detention hold (e.g., illegal entry)**¹, administrators are required to report the name of minor and length of stay to the Corrections Standards Authority (CSA).
- Please submit this form to the CSA by the 10th of the month if any minors were held for the federal government and released during the preceding month. **Only submit report after minor has been released.**
- A separate form must be completed for **each minor** detained for the federal government.

SECTION A:

Name of facility:	<p>Please return completed form via: E-mail: analyst@cdcr.ca.gov Mail: Corrections Standards Authority Attn: Report Analyst 600 Bercut Drive Sacramento, California 95811; or, Fax: (916) 322-2461 Questions? (916)323-9704</p>
County:	
Type of facility (please check one):	
<input type="checkbox"/> Juvenile Hall	
<input type="checkbox"/> Special Purpose Juvenile Hall	
<input type="checkbox"/> Camp	

SECTION B:

Minor's Name:	County ID#:
Intake Date (m/d/yy):	Intake Time (Please indicate if time is AM or PM):
Court Ordered Release Date: (If minor also had criminal charges)	
Date ICE Notified for Pickup:	
Actual Release Date (m/d/yy):	Release Time (Please indicate if time is AM or PM):

SECTION C:

Reason and length of stay for detention:	
Federal Government Hold <i>Pursuant to Contract?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
1. <input type="checkbox"/> Minor was held solely for illegal entry or as a material witness and subsequently deported.	
<input type="checkbox"/> Less than 24 hours	<input type="checkbox"/> More than 24 hours - ____ days detained.
2. <input type="checkbox"/> Minor was held for illegal entry AND had criminal charges pending or was committed on criminal charges. <u>Count ONLY the time from court ordered release date until minor is released to ICE.</u>	
<input type="checkbox"/> Less than 24 hours	<input type="checkbox"/> More than 24 hours ____ days detained.

SECTION D:

Person Reporting (Name and Title):	Date:	Phone: E-Mail:
Facility Manager (Name and Title):	Date:	Phone: E-Mail:

¹ Do not include minors who have a federal detention hold and are charged according to WIC 602; the JJDP Act of 2002 requires the CSA to monitor only those minors held solely for a federal detention hold for illegal entry. (Rev. 2/09)



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INSTRUCTIONS

GENERAL INFORMATION

The Corrections Standards Authority (CSA) is the agency charged with monitoring facilities according to the Juvenile Justice and Delinquency Prevention Act of 2002, as amended (JJDPa).

With respect to minors that are held in juvenile facilities "Juveniles . . . who are aliens shall not be placed in secure detention facilities or secure correctional facilities." Such minors may be held for 24 hours before they must be counted as a violation of the JJDPa.

Agencies that operate secure juvenile detention facilities are required to complete this report each time a minor is held in the facility and is released to a federal agency (typically the Bureau of Immigration and Custom Enforcement for illegal entry or material witness).

If a minor is being held as a federal government hold AND has been charged with a criminal offense, **only the time the minor spent in the facility solely as a Federal Government hold** must be reported to the CSA.

- A separate report form is to be completed for each such minor held.
- Only complete and submit this form after the minor has been released.
- This form is to be submitted to the CSA by the 10th of the month after such a minor has been released.
- All sections are to be completed before submission.
- In the spaces provided at the bottom of the form, provide the name, title, date, telephone number and e-mail address for **both** the reporting person and the facility manager.
- Please return all completed surveys by one of the following:

Email: Analyst@cdcr.ca.gov
Mail: Corrections Standards Authority
Attn: Report Analyst
600 Bercut Drive
Sacramento, CA 95811; or,
Fax: (916) 322-2461

- Forms may be downloaded from our website at:

http://www.cdcr.ca.gov/Divisions_Boards/CSA/FSO/Status_Offenders.html

- If you have any questions regarding the ***2009 Federal Minors Detention Report***, please contact Peg Symonik, Analyst, Corrections Standards Authority at (916) 323-9704 or email at peg.symonik@cdcr.ca.gov

INSTRUCTIONS FOR SURVEY SECTIONS

SECTION A:

Name of facility: Enter the name of your juvenile detention facility.

County: Enter the name of your county.

Type of facility: Please check the box that applies to your facility type.

SECTION B:

Name of minor: Enter the name of the detained juvenile.

Time of intake: Please fill in the hour (indicate whether this time is AM or PM), month, day and year that the juvenile was booked into your facility.

Court Ordered Release Date: Enter this date ONLY if the minor ALSO had criminal charges; please enter the scheduled release date. This date may coincide with the date ICE was notified for pickup. **Do not enter a date in this area if the minor was held ONLY for illegal entry or as a material witness.**

Date ICE Notified for Pickup: Please indicate the date that you notified ICE of scheduled release. DO NOT enter the date ICE was notified of the minor's undocumented status.

Actual Release Date: Please enter the date of the minor's ACTUAL release from the facility.

SECTION C:

Reason for Hold: Please check the appropriate box for the reason the minor was held.

Please indicate if the federal hold was pursuant to an existing contract with the federal government or not.

1. Check this box if the minor was held **solely for illegal entry or as a material witness** and was subsequently deported. *DO NOT include minors who were also charged with a criminal offense.*
2. Check this box if the minor was held for illegal entry and **was also charged with a criminal offense. Please indicate the time that the minor spent in the facility after the COURT ORDERED RELEASE DATE until their actual release from the facility. Do not count the entire time spent in the facility.** The JJDPa only includes such minors during the time when they are held solely due to a federal hold, not during the time when criminal charges are pending, or during a commitment for a criminal charge. *Please contact the CSA at 916.323.9704 if you have questions about this section.*

Number of hours minor was held: Check the appropriate box (left of selections) for time period that the minor was held in your facility **as a federal detainee only.** *If the minor was held over 24 hours, please indicate the number of days they were held in the space provided.*

SECTION D:

Please print both names, titles, date, telephones number and e-mail addresses for both the reporting person and the Facility Manager.